

**The Peaceful Pony CIC**

**Use of the Internet Policy (by staff and Leaners)**

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**Introduction**

Usually the resources used by learners in any setting (ie provisions) are carefully chosen by the staff/ adults and determined by individual learning modules.. Use of the Internet, by its nature, will provide access to information which has not been selected by Staff/ Adults.. Whilst learners will often be directed to sites which provide reviewed and evaluated information, at time they will be able to move beyond these to sites unfamiliar to the adult/staff..

The problems and issues that have been highlighted by the media concern all provisions working with children.. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

* Establish the ground rules we have in our setting for using the Internet
* Describe how these fit into the wider context of our discipline and policies
* Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence. The Peaceful Pony believes that the benefits to learners from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the provision shares with parents and carers.
* Offer guidance to staff about the use of social networking sites.

At The Peaceful Pony, we feel that the best recipe for success lies in a combination of site-filtering, of supervision, and by fostering a responsible attitude in our pupils in partnership with parents.

**Security**

Our Provision has obtained LA guidance on Internet security and following their suggestion has based its policy on the DfES site <http://safety.ngfl.gov.uk/schools/>

**Using the Internet to enhance education**

The benefits include:

* Access to a wide variety of educational resources including libraries, art galleries and museums;
* Rapid and cost-effective world-wide communication;
* Gaining an understanding of people and cultures around the globe;
* Staff professional development through access to new curriculum materials, expert knowledge and practice;
* Exchange of curriculum and administrative data with the Local Authority and DCSF;
* Social and leisure use;
* Greatly increased skills in Literacy, particularly in being able to research, read and appraise critically and them communicate what is important to others;
* Our setting intends to teach learners about the vast information resources available on the Internet, using it as a planned part of many lessons;
* All staff will review and evaluate resources available on web sites appropriate tot the age range and ability of the pupils being taught.

**Learners’ Access to the Internet**

*The Peaceful Pony* will use the Essex County Council’s filtered Internet service, which will minimize the chances of pupils encountering unsuitable material. *Provisions* will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the staffs attention will always be directed towards every computer/tablet/ phone screen. Members of staff will be aware of the potential for misuse and will be responsible for explaining expectations of proper use to learners.

Staff will have access to learners emails (if relevant) and other Internet files generated in our provision, and will check these periodically to ensure that expectations of behaviour are being met.

**Expectation of learners using the Internet**

* All learners are expected to read and agree the **Learners contract for safe computer and internet use (annex 1)**
* At *The Peaceful Pony*, we expect all learners to be responsible for their own behaviour on the Internet, just as they are anywhere else in our provision. This includes the materials they choose to access, and the language they use.
* Learners using the World Wide Web are expected not to deliberately seek out offensive materials. Should any learners encounter any such material accidentally, they are expected to report it immediately to a staff member, so that the Service Provider can block further access to the site.
* Learners are expected not to use any rude or offensive language in their email communications and contact only people they know or those the staff member has approved. They will be taught the rules of etiquette for email and will be expected to follow them.
* Learners must ask permission before accessing the Internet and have a clear idea of why they are using it.
* Learners must not access other people’s files unless they have permission to do so.
* Computers and provision laptops should only be used for provision work unless permission has been given otherwise.
* No program files may be downloaded from the Internet to the computer, to prevent corruption of data and to avoid viruses
* No programs on CD Rom or flash drive/memory sticks should be brought in from home for use in our setting. This is for both legal and security reasons. Homework completed at home may be brought in on a memory stick but will be virus scanned by staff before use.
* No personal information such as phone numbers and addresses should be given out and no arrangements should be made to meet someone via the Internet/email, unless this is part of an approved provision project.
* Learners consistently choosing not to comply with these expectations will be warned, and may be denied access to Internet resources.

**Appendix 1 – Learner contract for safe computer and internet use:**

The Peaceful Pony

**Responsible Internet and Computer Use Agreement**

In order to keep ourselves and others safe I agree to the following:

1. I will use the provision computers, Internet, and all our technological equipment sensibly.
2. I will ask permission before entering any web site unless the staff have already approved that site.
3. I will not enter chat rooms or leave messages on bulletin boards.
4. If I see anything I am unhappy with or I receive messages I do not like, I will tell an adult/ staff immediately.
5. I will never insert my personal details, home address, or telephone numbers on the Internet or in an e-mail.
6. I will only e-mail people or open e-mails from people I know, or staff have approved.
7. I will always be polite and use appropriate language when sending e-mails.
8. I will not look at or delete other people's files without their permission.
9. I will only use my own username and password to access the computer network.
10. I know that the provision may check my computer files, monitor the Internet sites I visit and filter the contents of my e-mails.
11. I understand that if I deliberately break these rules, I could be stopped from using the school network and accessing the Internet.

Name………………………………………………………………

**Appendix 2 - Employee Agreement for the use of Provisions technology:**

**Purpose**

* To remain competitive, better serve our pupils and provide our employees with the best tools to do their jobs *The Peaceful* Pony for and on behalf of Essex County Council (hereinafter called ‘TPP)) makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.
* TPP encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the organisation should remember that electronic media and services provided by the organisation re TPP property and their purpose is to facilitate and support TPP business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
* To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

**Prohibited communications**
Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to the school’s policy or interests.

**Personal use**
The computers, electronic media and services provided by the organisation are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

**Access to employee communications**
TPP reserves the right to routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:
1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating TPP policies or engaging in illegal activity.

TPP reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

Under no circumstances should learner-named data be transmitted over the Internet or email. TPP office has use of encrypted data systems for this purpose.

**Software**
To prevent computer viruses from being transmitted through the TPP computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through the TPP may be downloaded. Employees should use virus trapping software on any home computer that is used to download planning or other information onto TPP computers. Employees should contact Senior Staff or Director of Services if they have any questions.

**Security/appropriate use**
Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by TPP management, employees are prohibited from engaging in, or attempting to engage in:

1. Hacking or obtaining access to systems or accounts they are not authorized to use.
2. Using other people's log-ins or passwords.
3. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic assess to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

**Encryption**
Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a TPP computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

**Participation in online forums**
Employees should remember that any messages or information sent on TPP-provided facilities to one or more individuals via an electronic network - for example, Internet mailing lists, bulletin boards, and online services - are statements identifiable and attributable to the provision.

TPP recognises that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

**Violations**
Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible disciplinary action, legal action, and criminal liability.

**Advice to staff on the use of social networking sites**

* There have been many issues with Facebook and other social networking sites in provisions over the last couple of years.
* The internet is a public domain not a private one and staff at TPP must be aware that information which they share and post is accessible to the public at large.
* It is therefore particularly important that staff do not name or discuss individuals – pupils, staff, parents or governors – on social networking sites. To do so would constitute a serious breach of confidentiality and data protection procedures.
* All staff at TPP must also be aware that they are particularly vulnerable to accusations of inappropriate behavior, even outside of school, and that these could potentially give rise to the involvement of the GTC and formal disciplinary procedures.
* All TPP staff, particularly teachers, risk exposure in the press and potential complaints to Operations Director (Jade) or Director of Services (Holly) and the Local Authority when information posted on the Internet suggests behavior which compromises their position as role models to Learners.

The Peaceful Pony offers the following advice to staff:

1. Ensure that you do not post any photographs on the Internet which could give cause for embarrassment.
2. Do not post any comments which could compromise your own integrity or which could bring TPP, your colleagues, parents or our provision community into disrepute.
3. Do not discuss TPP matters, including comments about Learners, staff, parents or governor on social networking sites.
4. Check that you are happy with the privacy levels on your pages and review these settings regularly.
5. You are very strongly advised **not to allow learners to become ‘friends’** on these sites. This is because it is deemed to be inappropriate to encourage out-of-provision relationships with learners and because of the nature of some of the likely content of material on sites used by adults.
6. If a complaint is received about a member of TPP staff then this will be dealt with under TPP disciplinary procedures and in consultation with Essex County Council’s HR Schools’ Team.

**Appendix 3 - EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET**

(To be signed and a copy placed on staff file)

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of *The Peaceful* Pony computers, networks and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail, Internet systems and participation in social networking sites may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of e-mail, Internet systems and participation in social networking sites may reflect on the image of *The Peaceful Pony* to our leaners, parents, governors and suppliers and that I have responsibility to maintain a positive representation of TPP.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of employee

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